

**SFA MODERNIZATION
PARTNER PROJECT**

WEEKLY STATUS REPORT

(xx/xx/xxxx through xx/xx/xxxx)

Activity Summary (Week ending xx/xx/xxxx)

Planned Activities		Results	
• —		• —	

Plans (Week ending xx/xx/xxxx)

Planned Activities	
• —	

SFA MODERNIZATION PARTNER PROJECT

Schedule of Key Meetings (Week ending xx/xx/xxxx)

Key Meeting	Date

Risk Summary (Week ending xx/xx/xxxx)

The following section is intended to inform management and team members about project risk areas and their potential consequences. Risks are evaluated in terms of their potential impact on meeting the target completion date (**schedule**), increasing project costs (**cost**), and/or decreasing quality of deliverables (**quality**).

RISK	SYMPTOMS	RESPONSES	Severity of Impact	Probability of Occurrence	Ability to Control	DATE Reduced by 50%	DATE Complete	Resp
1. Baseline set of Risk Watch Lists for the project can be added.	<ul style="list-style-type: none">Symptoms for risk can be added for project	<ul style="list-style-type: none">Responses to risk	HIGH, MED, LOW	HIGH, MED, LOW	HIGH, MED, LOW			
2.								
3.								
4.								
5.								

Issue Summary (Week ending xx/xx/xxxx)

Issue	Recommended Solution	Resp	Creation Date	Resolve Date	Status